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ABSTRACT

This long range plan for the International Federation of Library Associations (IFLA) defines the course this international organization will pursue between 1986 and 1991, both for its membership and in relation to organizations and institutions outside of IFLA. The first chapter briefly describes a number of features and issues important to the organization: core programs, library associations, education of librarians and information specialists, status of libraries, user education and research, handicapped users, problems of ethnic and linguistic minorities, special issues, publications, regional activities, and cooperation with other international organizations. The second chapter reflects the increase in the number of IFLA's Core Programmes from three to six and includes a description of each: Universal Bibliographic Control (UBC); Universal Availability of Publications (UAP); International MARC Programme (IMP); Preservation and Conservation (PAG); Transborder Data Flow (TDF); and Advancement of Librarianship in the Third World (ALP). Information on the activities of IFLA's professional groups (divisions, sections, and round tables) are outlined in Chapter 3. The professional objectives, aims, and goals of these groups vary from general aspects to specialized actions and include special projects and statements of a more generalized nature. The document also includes: a list of acronyms, a preface, an introduction, a discussion of the organization of IFLA, a subject index of IFLA's professional activities, and an organization chart. (THC)

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Medium-Term Programme 1986-1991

IFLA Headquarters will be pleased to provide more information about the execution of the projects described in this brochure, particularly, the names and addresses of IFLA Officers who carry out these projects.

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LIST OF ACRONYMS

ALP	Advancement of Librarianship in the Third World Programme
AV-Media	Audiovisual Media
CDNL	Conference of Directors of National Libraries
CIDA	Canadian International Development Agency
CLR	Council on Library Resources
DSE	Deutsche Stiftung für Internationale Entwicklung (German Foundation for International Development)
EDP	Electronic Data Processing
ELIPA	Experienced Library and Information Personnel in Asia
FID	Fédération Internationale de Documentation (International Federation for Documentation)
FID/SD	International Federation for Documentation/Social Science Documentation
ICA	International Council on Archives
ICLM	International Committee of Library Museums
IFIP	International Federation of Information Processing
IFLA	International Federation of Library Associations and Institutions
IMP	International MARC Programme
IMP-BL	International MARC Project-British Library
IMP-DB	International MARC Project-Deutsche Bibliothek
INTAMEL	International Association of Metropolitan City Libraries
ISBD	International Standard Bibliographic Description
ISBD (A)	ISBD Antiquarian
ISBD (CM)	ISBD Cartographic Materials
ISBD (CP)	ISBD Component Parts
ISBD (MRF)	ISBD Machine-Readable Files
ISBD (PM)	ISBD Printed Music
ISBD (S)	ISBD Serials
ISDS	International Serials Data System
ISO	International Organization for Standardization
ISO/TC 46	ISO/Technical Committee 46 (Standardization in the field of information, documentation, librarianship, and related in- formation handling, including information systems and in- terchange networks as applied to documentation)
LIBER	Ligue des Bibliothèques Européennes de Recherche (League of European Research Libraries)
MAB	Maschinelles Austauschformat für Bibliotheken (Machine-readable exchange format for libraries)

MTP	Medium-Term Programme
MARC	Machine-Readable Cataloguing
NGO	(International) Non-Governmental Organization
OAS	Organization of American States
PAC	Preservation and Conservation Programme
PMC	Programme Management Committee
ROTNAC	Round Table of National Centres for Library Services
TDF	Transborder Data Flow Programme
UAP	Universal Availability of Publications
UBC	Universal Bibliographic Control
UNAM	Universidad Nacional Autónoma de México (National University of Mexico)
Unesco	United Nations Educational, Scientific and Cultural Organization
Unesco-PGI	Unesco-Programme Général d'Information (General Information Programme)
UNIMARC	Universal MARC
WCWB	World Council for the Welfare of the Blind
WHO	World Health Organization
WIPO	World Intellectual Property Organization

IFLA's MTP covers a historical period of about two decades. In 1963, *Libraries in the World* was published as a long-term guide for IFLA's professional activities. Its successor for the years 1976 to 1981 was the first MTP, published in 1976, followed by the second MTP for the years 1981 to 1985, published in 1982.

For the period 1986 to 1991, this third MTP has been compiled by the Professional Board of IFLA through a small Working Group. The aim of this document is to define the course that this international federation would like to pursue up to the beginning of the nineties, both for its membership and in relation to organizations and institutions outside of IFLA.

The achievements of the professional work of IFLA during the period of the second MTP will be reviewed in a separate report. By comparing the new MTP with its predecessors and also with the retrospective report, not only the continuity in IFLA's general policy can be documented, but also the changes of focal points in the multifold programmes and projects by which IFLA influences the rapidly changing development in various parts of librarianship as well as in library and information science.

From the content point of view, this MTP reflects first of all the increase in the number of IFLA's Core Programmes from three to six (Chapter 2). In addition to those included previously in the second MTP (Universal Availability of Publications/UAP, Universal Bibliographic Control/UBC, and International MARC Programme/IMP) three new Core Programmes now under development are listed and described: Preservation and Conservation (PAC), Transborder Data Flow (TDF), and Advancement of Librarianship in the Third World (ALP). Their realization will depend - as is also the case with many other IFLA activities - on external help from those institutions and organizations which are interested in worldwide advances in the areas covered.

The basic information on the activities of IFLA's professional groups (Divisions, Sections, and Round Tables) as outlined in Chapter 3 has been contributed by their officers after discussion in the respective steering bodies. Thus, the aims and goals of these groups, on which IFLA depends to achieve results in the international library field, are well represented in this MTP.

Of course, the professional objectives vary from general aspects to specialized actions. Therefore, one will find in the text many special projects, side-by-side with statements of a more generalized nature, both reflecting the broad scope of IFLA's activities.

The Working Group which prepared the final text of this MTP was composed of Marcelle Beaudiquez, Irwin H. Pizer (both members of the Professional Board), Adam Wysocki (Chairman of the Programme Management Committee) and the Chairman of the Professional Board. Irwin Pizer also

edited the final English version and produced the copy for translation and typesetting. Included in this version are additional advisory comments by members of the Programme Management Committee, the Executive Board and the Secretary General of IFLA.

The cooperation of these colleagues is very much appreciated, as is the work of the IFLA officers who prepared the draft of those parts of the MTP pertaining to their professional groups. I would like to express sincere thanks to all of them.

In addition, thanks are due to the colleagues and libraries involved in the task of translating, printing, and distributing this document in its other language editions (French, German, Russian and Spanish) all over the world, thus helping to spread knowledge about the IFLA activities planned for the years 1986 to 1991.

Paul Kaegbein
Chairman
IFLA Professional Board

November 1, 1984

INTRODUCTION

The International Federation of Library Associations and Institutions (IFLA) is a worldwide, independent, non-governmental organization. Its constantly growing membership now numbers over eleven hundred in more than one hundred and twenty countries. Its Members are library and related associations, libraries and similar institutions, institutional affiliates, and personal affiliates. It is registered in the Netherlands as an Institutional Association.

The basic objectives of IFLA are:

- to promote international understanding, cooperation, discussion, research, and development in all fields of library and information service activity;

- to promote the continuing education of library personnel;

- to provide an organization through which librarianship can be represented in matters of international interest;

- to develop, promote, and maintain guidelines for various types of library activities, including compilation of statistics, recording and communication of bibliographic data, preservation and conservation of library materials, etc.

IFLA supports these objectives by extending its membership to all countries with library and information services.

These objectives aim at universality and comprehensiveness. They influence IFLA's organization, and give direction to its professional programmes.

In 1976, IFLA adopted a Medium-Term Programme (MTP). It was intended to guide the professional activities of IFLA and of its constituent bodies in the years to 1980. The second MTP covered the years 1981-85. The present publication is IFLA's third MTP which builds on the activities of prior years including the progress made under the first and second MTP's. As in its predecessors, most of the material comes from the professional groups; their work and that of the Core Programmes is IFLA. The MTP will be supplemented by a list of yearly projects to be executed by IFLA. A special IFLA publication was issued in 1985 covering the work of the previous MTP.

THE ORGANIZATION OF IFLA

The activity of IFLA is accomplished through the Core Programmes and by the Divisions, Sections, and Round Tables. IFLA also cooperates with other organizations, both inter-governmental and non-governmental, to pursue its objectives.

The Sections are the basic professional groups of IFLA. Thirty-one Sections (plus several Round Tables) are grouped into eight Divisions. Some Sections are concerned with types of library (e.g. public libraries); the others are concerned with types of library activity (e.g. cataloguing, conservation, etc.). Each Section proposes its own programme. These programmes are reviewed by the Division's Coordinating Board (consisting of the elected officers of the Sections in the Division), and the Division's programmes are reviewed by the Professional Board (consisting of a representative from each Division). There is a continuing review of both the number and the tasks of the Sections and Round Tables.

One Division, the Division of Regional Activities, is concerned with all library and information services in the developing countries. Its three Sections - for Africa, for Asia and Oceania, and for Latin America and the Caribbean - promote IFLA's activities in these regions and supplement the work of the other Sections and Divisions.

The Core Programmes are guided by the Programme Management Committee (PMC) in close cooperation with the Professional Board and supervised by the Executive Board. Three of the Core Programmes are already operational and located within national institutions: Universal Bibliographic Control (UBC) in the British Library (London); Universal Availability of Publications (UAP) in the British Library Lending Division (Boston Spa); International MARC (Machine-Readable Cataloguing) Programme (IMP) in the Deutsche Bibliothek (Frankfurt am Main) and in the British Library (London). Three newly established Core Programmes - Preservation and Conservation (PAC), Transborder Data Flow (TDF) and the Advancement of Librarianship in the Third World (ALP) - are *in statu nascendi*. For more details see section 1.1 of Chapter 1, and Chapter 2.

A special unit of IFLA is the Office for International Lending (Boston Spa). It supports the UAP Programme in addition to its own well-established activities in facilitating international interlending.

IFLA's Secretariat, commonly referred to as IFLA Headquarters, is located in The Hague, the Netherlands. The Secretariat serves as the focal point for the monitoring of the activities of the Divisions, Sections, and Round Tables. The monitoring and launching of the Core Programmes is done by a Programme Development Officer who has his office within the IFLA Secretariat.

Acknowledgements

The establishment and maintenance of IFLA's professional work and the Core Programmes have been made possible by the generosity of Unesco, the Council on Library Resources (CLR), the Deutsche Stiftung für Internationale Entwicklung (DSE), the British Library, the Deutsche Bibliothek, other national libraries, and institutions from Socialist countries which have contributed in-kind to IFLA's work.

A special word of thanks is due to the Dutch Ministry of Education and Sciences which enabled IFLA to be housed at the Koninklijke Bibliotheek (Royal Library).

IFLA does not work in isolation. Joint programmes with other organizations are undertaken at all levels of IFLA. It is intended to develop further the growing cooperation both with international governmental organizations and with NGOs.

MTP Arrangement

The arrangement of this publication is as follows:

Chapter 1 summarizes IFLA's plans as a whole, emphasizing some aspects of them.

Chapter 2 deals with IFLA's wide-ranging Core Programmes, and

Chapter 3 describes the programmes of each Round Table, Section, and Division.

CHAPTER 1

This Chapter briefly treats a number of features and issues which are important as a whole to the MTP. Some of these matters are considered in greater detail in Chapter 2 and 3 (detailed activities of the Core Programmes and of the Divisions, Sections, and Round Tables).

1.1 The Core Programmes

One of the basic functions of IFLA is to meet the needs of the library community through a number of Core Programmes, the content of which covers issues of primary importance to library activity. These Core Programmes are:

Universal Bibliographic Control (UBC) - promotes the production of a single bibliographic record for each publication, thus eliminating the duplication of effort in bibliographic recording, and providing records which are internationally compatible and available.

Universal Availability of Publications (UAP) - promotes access and availability of library materials to all categories of users by encouraging and improving policies and procedures for the production and distribution, acquisition, retention and interlibrary supply of publications within and between countries.

International MARC Programme (IMP) - promotes the exchange of the imprints of each country in machine-readable form, eliminating the need for duplication of conversion of bibliographic data, and ensuring machine-readable records which follow internationally accepted standards.

Preservation and Conservation (PAC) - promotes the search for solutions to the serious problems of physical deterioration of library and information materials thus helping to preserve and conserve publications of the past, present and future.

Transborder Data Flow (TDF) - promotes the electronic transfer of data among libraries across national borders, thus ensuring that the vital interest of the library community in resource sharing is preserved.

Advancement of Librarianship in the Third World (ALP) - promotes the improvement of librarianship in developing countries.

1.2 Library Associations

IFLA intends to continue its function of encouraging and supporting library associations throughout the world. It regards active library associations as essential for the development of library and information services, and will assist new associations to become effective. It will do so by fostering new and emerging associations and by providing opportunities for the discussion of the roles, objectives, and functions of associations, by disseminating reports

and results of discussions and meetings, and by encouraging cooperation and exchanges of experience between associations.

The Round Table for the Management of Library Associations fulfils an important task in this area, including using the facilities of the "IFLA Resource Centre: Associations in Information Fields".

1.3 Education of Librarians and Information Specialists

Library education and training is a matter of importance to library and information services everywhere. The Division of Education and Research has particular responsibility in this field, but the subject involves all Divisions. It is intended to develop programmes, courses and training facilities in many areas of librarianship. Two aspects will be emphasized. Firstly, there is a need for the continuing education, after their basic training, of librarians and information specialists, as the tasks, technology, and resources of librarianship and information handling become more complex. Secondly, this is a field in which active cooperation with other non-governmental organizations (e.g. the International Federation for Documentation/FID and the International Council on Archives/ICA) has already begun and will be extended, especially in regard to the state of education and training of librarians and information specialists in developing countries.

1.4 Status of Librarians

Effective library and information systems can be provided only if they are organized and operated by staff whose professional status is adequately recognized. At present the status of librarians varies greatly from country to country. IFLA believes that the quality of library and information services will benefit from a greater international acceptance of the professional nature of librarianship and information transfer science. It pursues this aim through a number of projects concerning, for example, the analysis and identification of the reciprocity and equivalence of curricula leading to international recognition of professional qualifications. While a number of Sections include specific actions in this field in their MTP's, it is a matter which concerns all of IFLA.

1.5 User Education and Research

The training and education of the users of library and information services has become more urgent in recent years. The expansion of library technology, the rapid growth of different kinds of information resources, the development of on-line information retrieval and international networks make access to information more complicated. The users of all types of libraries need training in the effective use of libraries and information services. The lack of such training results in the less than effective use of many facilities. It is intended to undertake programmes to facilitate the use of libraries by all potential users, of all ages, cultural backgrounds, and levels of intellectual need.

IFLA will develop programmes to encourage young adults who have learned to read to continue to use libraries once their school education is finished. These programmes will be planned and realized in close cooperation with international organizations such as the International Reading Associa-

tion, the International Council for Adult Education and its sister organizations in developing countries (e.g. African Adult Education Association, Nairobi, Kenya). Not enough is now known of the characteristics of the actual users or of the non-users of libraries and information services. It is intended to continue research into the needs of users and of potential users of library and information services so that more effective library and information services can be provided for all.

1.6 Handicapped Users

The special needs of handicapped users of libraries will be the subject of several projects. There are separate Sections of Libraries Serving Disadvantaged Persons and of Libraries for the Blind within the Division of Libraries Serving the General Public; but the handicapped use, or wish to use, every kind of library. The problems include the design and furnishing of library buildings, the design, production and provision of special editions and formats of texts (e.g. large print, Braille, tactile, and talking books, etc.) and the copyright of library materials for the handicapped.

1.7 Problems of Ethnic and Linguistic Minorities

The Round Table on Library Services to Ethnic and Linguistic Minorities surveys the library services for these groups and makes proposals for the improvement of services all over the world. The cultural inheritance of a great part of mankind is in danger of disappearing if libraries cannot give these minorities access to their own literature. High priority will be given to this problem, which is worldwide and which is closely linked to the UAP Programme (see page 38).

1.8 Special Issues

There are three special issues to which IFLA will also give particular attention during this MTP.

1.8.1 Conservation

Until recently, it was believed by many that conservation was of concern only to national libraries or to research libraries. It is now becoming recognized that conservation is of fundamental importance to all libraries and information services. Led by the PAC Core Programme and in cooperation with the Section on Conservation there will be a broad series of projects, ranging from discovering the extent of conservation problems of libraries of various types in different countries, to techniques for dealing with specific problems.

One range of problems are those that arise from the physical and chemical properties of library and archive material. This is another area in which IFLA intends to cooperate very closely with other international organizations.

1.8.2 Copyright

Problems relating to copyright continue to be a major issue in libraries. The reasons include the increased availability and decreasing cost of copying facilities, corporate action by publishers in some countries, new technological developments such as optical scanning, image

storage and telefacsimile, the international transfer of machine-readable bibliographic records, and concern about the extent to which copyright ownership may act as a constraint to UAP and TDF. The problems will be the subject of specific investigations, and it is intended to develop closer cooperation in this field with relevant international organizations such as Unesco and the World Intellectual Property Organization (WIPO).

1.8.3 Information Technology

There has been and will continue to be rapid development in the technology of information handling and in the application of electronic data processing (EDP) and communications technology to libraries and information services; they will be affected by technological change in their administration and in the information systems they use. In addition to IFLA's involvement with the IMP and TDP Programme, studies will be undertaken on questions concerning the applications of EDP in library management, including their cost-effectiveness and their effect on library staff, the production of systems specifically designed for library use, and the development of international standards for use in libraries and in networks. It is intended that there should be close cooperation with other international bodies, both governmental and non-governmental.

1.9 Publications

IFLA will maintain and develop its various publications, seeking to improve their quality where possible. The periodicals will continue, i.e. *IFLA Annual*, *IFLA Journal* and *International Cataloguing* (quarterly bulletin of the UBC Programme). The general series, *IFLA Publications*, published by Saur Verlag, will also continue, as will the new series, *IFLA Professional Reports*, the ISBDs, and other publications of the UBC Programme. In addition, there is a growing number of newsletters issued by Sections and Divisions which will further expand. It is intended that, where appropriate, professional projects will lead to publication of the results.

The intention of the publication programme is two-fold: to improve communication within IFLA to make it an even more effective and coherent body, and to inform others accurately and purposefully of IFLA's projects and progress, and thus to influence library development.

1.10 Regional Activities

In the past five years IFLA has made great progress in effectively extending its activities in developing countries. The Division of Regional Activities, established in recognition of the need for IFLA to be truly international, has regional Sections for Africa, Asia and Oceania, and Latin America and the Caribbean. Regional Offices have been established in each region. The Division cooperates with the Core Programme ALP. The regional Sections complement the work of the other Sections, selecting and directing projects for IFLA and serving as professional focuses in their regions. The Regional Offices act as satellites of IFLA Headquarters and are regional clearinghouses and the sources of regional newsletters; they have been financed from funds made available to IFLA specifically for activities in developing countries. Among special activities are the Pre-session Seminars for librarians from de-

veloping countries. These are valuable both in themselves and as a means of enabling the participants to attend IFLA Conferences and they occur, in general, every two years. They have been made possible through the financial support of Unesco and the generosity of the host countries. In the new programme period every effort will be made to continue these Seminars. The themes will reflect the most important issues of modern librarianship in developing countries. The resolutions and statements from these Seminars, after review by the Professional Board, become a part of IFLA's professional and policy programme.

Another important programme is that of the Martinus Nijhoff Study Grants, enabling younger library science professionals from developing countries to study a specific library science subject of their own choice in one or more Western European countries.

The first General Conference to be held in a developing country took place in Manila in 1980, the second in Nairobi in 1984, and a third is scheduled for New Delhi in 1992.

Finance, however, has been and will continue to be the principal difficulty in securing greater participation in IFLA by librarians from developing countries. Much of what has so far been achieved has only been possible because of special grants to IFLA, notably from Unesco, CIDA and the DSE. IFLA will seek, for the MTP, adequate funding to enable the Regional Offices to continue, to hold regular meetings of Regional Section Standing Committees, to enable librarians from developing countries to attend meetings of other Section Standing Committees to which they have been elected, to develop regional projects, and in other ways to give librarians from all over the world an equal opportunity to contribute to IFLA's work.

1.11 Cooperation with other International Organizations

During the MTP IFLA will strengthen and greatly develop its cooperation with other organizations.

1.11.1 International Governmental Organizations

Unesco

Close collaboration between Unesco and IFLA is highly desirable if the aims of both bodies for the development of libraries and librarianship throughout the world are to be achieved. IFLA has developed increasingly close relations with Unesco and these must be fostered, particularly with Unesco's Division for the General Information Programme (Unesco PGI) and the Division for Book Promotion and International Exchanges. IFLA will share its experience with Unesco, keep Unesco aware of its programmes and activities, and seek financial support from Unesco for their execution, whenever appropriate.

Other Organizations

There are other international organizations, particularly in the United Nations family, whose concerns touch those of IFLA. IFLA will maintain an awareness of the programmes of such organizations and seek to cooperate with them, whenever possible.

1.11.2 International Non-Governmental Organizations (NGOs)

IFLA has, over the years, established formal links with many international non-governmental organizations, not only in the field of librarianship in general, but also in adult education, reading, information processing, publishing, standardization, etc. In some instances a close working relationship has resulted.

In the MTP IFLA will continue to identify the fields in which close relations with other NGOs are desirable. In some areas, cooperative programmes may be possible and fruitful; in others, good communications and personal contact between staff and officials may be all that can be attempted. When other NGOs hold meetings on topics of special interest to IFLA, IFLA will try to send an appropriate representative.

Of all the NGOs, the most constantly relevant to IFLA are FID and ICA. Starting with an important meeting in Bellagio, Italy (May 1980) with the representatives of the three organizations, IFLA is striving to create closer relationships by identifying areas of common interest. (Further information about this meeting can be found in *IFLA Journal*, 6 (3): 314-325 (1980)). A number of projects and courses of action that could be jointly undertaken by IFLA and one or both of the others were identified. Of the many common projects mentioned in *IFLA Journal* those in the field of education and training and of the handling, use, and conservation of audio-visual materials met with considerable success. IFLA will energetically pursue cooperation with other NGOs in these fields.

CHAPTER 2

Core Programmes

This Chapter is concerned with the six IFLA Core Programmes which reflect major professional areas as defined by a special IFLA Task Force early in 1983.

Most of the Core Programmes are interrelated and need close interaction, as, for example, between UBC and IMP.

All Core Programmes affect IFLA's Divisions and Sections, either directly or indirectly, and these two streams of IFLA's activity cannot be considered separately.

2.1 UNIVERSAL BIBLIOGRAPHIC CONTROL (UBC)

2.1.1 Programme Objectives

The aim of the Programme is to promote the exchange and use of compatible bibliographic records. UBC is achieved by the standardization of bibliographic descriptions and the choice and form of access points in bibliographic records. Universality will be strengthened when each country adopts the principle that its national bibliographic agency is responsible for the bibliographic compatibility of the records it produces in respect to its national imprint; such records must be produced in accordance with international bibliographic standards and must be interchangeable with those of other national bibliographic agencies, whether the records are available in machine-readable or other more traditional form.

2.1.2 Programme Orientation

The IFLA International Programme for UBC provides a focus for all IFLA activities related to these objectives, and its Programme Officer and staff support administration and are responsible for the publication and dissemination of relevant information. The Programme is especially involved with the work of its Division of Bibliographic Control. It is also concerned with those activities of other Divisions and Sections, other organizations such as ISO Technical Committee 46 (ISO/TC 46), and Unesco, which relate to UBC.

The Programme does not necessarily initiate action but is responsive to the need of IFLA's professional groups. Particular projects which are of UBC concern therefore appear in the MTP's of those groups and only the UBC Programme's broad areas of interest are indicated below.

2.1.3 Programme Areas and Action

2.1.3.1 International Standard Bibliographic Descriptions (ISBDs)

Assisting in the development and responsible for the publication of the bibliographic description of various types of library materials is the main element of the UBC Programme. Although a revision along the lines of the recently completed one is not envisaged for 1986-91, there is a need for continuing maintenance.

In addition, new ISBDs for Component Parts (ISBD-CP) and for Machine-Readable Data Files (ISBD-MRF) are planned or are in process. In any event, the Programme will continue to coordinate the activities of those professional groups sponsoring work on the ISBDs.

2.1.3.2 Form and Structure of Headings and Names

In addition to the maintenance of existing authority lists such as *Anonymous Classics: a list of uniform headings for European literatures* or the *List of Uniform Headings for Higher Legislative and Ministerial Bodies in European Countries*, the need for further lists has been expressed and the Programme will continue to be active in this area.

2.1.3.3 International Exchange of Records in Machine-Readable Form

The IMP is now the focus for work in this area but because of its close relationship with UBC the Programme will continue to maintain working links, including secretarial support for that Programme's advisory body, the International MARC Network Committee.

2.1.3.4 Dissemination of Information

A Programme such as UBC is of little value unless the work which it produces is effectively disseminated. Publications (including the quarterly periodical *International Cataloguing*), training (including seminars and workshops), and the role of a clearing-house will continue to be important aspects of the Programme.

2.2 UNIVERSAL AVAILABILITY OF PUBLICATIONS (UAP)

2.2.1 Programme Objectives

UAP is both an objective and a Programme. It rests on two principles: that access to information is essential for the economic, social, cultural, scientific and technological development of nations and for the personal development of individuals; and that present systems for providing information are inadequate.

The objective is the widest possible availability of publications (that is recorded knowledge issued for public use) to potential users wherever and whenever they are needed. The Programme seeks to identify constraints on availability and to propose, encourage, and support action to improve the present situation at all levels, from the local to the international, and at all stages, from the publication of new material to the retention of last copies. UAP is, therefore, relevant to all those involved in the production, storage, dissemination, conservation and use of publications, from the author, publisher and distributor, through library, information and archives services, to the user who is the ultimate beneficiary.

2.2.2 Programme Orientation

UAP must be a decentralized activity. It requires the acceptance of responsibilities by individual countries and within them by professional associations, institutions, and individuals. Considerable effort is devoted to encouraging and stimulating action by others: guidance and advice play a large part in the period of the MTP. Activity undertaken centrally should enable constructive practical action to be undertaken by others. The emphasis in the future must be on practical action if UAP is not to remain a theoretical ideal.

Progress depends both on large-scale plans and on small steps forward; the latter, however, should be coordinated within a clear conceptual and practical framework. Steps taken in different and opposing directions will not result in the improvements needed. Emphasis is therefore placed on coordination. Action cannot be expected unless and until people are familiarized with the objectives and methods of achieving UAP; action also requires research to provide reliable data as a basis for recommendation and planning. Publicity and research have played a large part in the initial development of the Programme, and these activities must be continued. If these emphases can be pursued successfully, the period should see a continuing move away from central activity towards a widespread and growing movement towards UAP.

2.2.3 Programme Areas and Action

2.2.3.1 Publicity

Publicity will be achieved through published articles and leaflets, special meetings on UAP and lectures and papers at conferences. Papers will continue to be produced by Programme staff relating UAP to particular types of publication, types of libraries, library operations, countries, and so on.

Conferences and seminars will supplement this activity and act as forums for discussing problems, identifying objectives and methods for their attainment. These will be organized at different levels. Regional meetings can help inform a number of individuals more fully, develop understanding of problems and opportunities in different parts of the world, and bring the concept down to a practical level where action can be taken. National meetings can focus attention on national issues.

2.2.3.2 Research

Research has already been conducted within the UAP Programme, but activity needs to be extended. IFLA's membership offers a great deal of experience and expertise for this purpose. Increasing emphasis has been placed and will continue to be placed on action research. This includes feasibility studies leading to implementation projects, such as the design of national availability systems for individual countries. The experience already gained in this area in a number of countries should be of considerable value to others. Above all, research should aim to provide information as a basis for action, as well as to develop

methodologies that can be adopted by others to lead to the implementation of improved measures.

2.2.3.3 Guidance and Advice to Others

The activities noted above will provide a significant corpus of knowledge and skills that, if widely disseminated, will be of use directly and indirectly to others. Experience gained at the policy level, and guidelines for national planning that have been prepared, can assist governments in the development of library and information services. Ultimately, major progress requires a firm commitment to UAP by governments. They must accept responsibility for providing a suitable policy framework as well as adequate organizational and financial support to translate policy into effective practical action. Having undertaken detailed studies of the major functional aspects of UAP and having related these to the planning of services, the Programme will provide assistance and advice at the technical level for the efficient operation of systems and procedures. Guidance and advice seek to combine emphasis on the need for action at the political level with an indication of positive practical measures that can be taken by individual countries.

2.3 INTERNATIONAL MARC PROGRAMME (IMP)

2.3.1 Programme Objectives

National bibliographic data in machine-readable form contributed to the establishment of an IMP with two major objectives:

- the creation and maintenance of standards for data exchange, and
- a model agreement for the exchange of these data among national bibliographic agencies.

2.3.2 Programme Orientation

The IMP consists of two main project components, the first located in the Deutsche Bibliothek in Frankfurt am Main (International MARC Project - Deutsche Bibliothek - IMP-DB) and the second housed at the British Library in London (International MARC Project - British Library - IMP-BL).

The IMP-DB is concerned mainly with UNIMARC testing and feasibility studies to find the most effective method for data exchange.

The IMP-BL is primarily responsible for the maintenance of the UNIMARC format including further development of the format for other forms of national and authority records.

The IMP cooperates very closely with UBC, since the ISBD standards are the basis of the UNIMARC format.

2.3.3 Programme Areas and Action

2.3.3.1 IMP-DB Programme Areas

IMP-DB is concerned with:

- the publication on a continuing basis of the *International*

Guide to MARC Databases and Services;

- the testing of the UNIMARC format on the basis of the *UNIMARC Handbook* through the conversion of MAB 1 (Maschinelles Austauschformat für Bibliotheken) tapes of the Deutsche Bibliothek to UNIMARC;
- conducting feasibility studies to determine which are the most effective methods for the international transfer of bibliographic data;
- the publication on a continuing basis of the *IMP Newsletter* whose purpose is to provide information on current activities;
- new developments in connection with UNIMARC and the International MARC network.

2.3.3.2 IMP-BL Programme Areas

The IMP-BL is concerned with the maintenance of the UNIMARC format and handbook and the provision of assistance to national bibliographic agencies in their use of the format. A third edition of the UNIMARC format will be produced which will implement improvements which have been suggested in the course of the test and preparation of the new edition of the *Handbook*, and incorporate revision resulting from the review of certain of the ISBDs currently taking place. The section on character sets will also need to be updated to take account of recent developments in international standards. Concurrent with this will be another project - the development of a UNIMARC Authorities Format. This will take into consideration IFLA's *Guidelines for Authority and Reference Entries*.

2.4 PRESERVATION AND CONSERVATION (PAC)

2.4.1 Programme Objectives

The IFLA PAC Core Programme has two objectives:

- to ensure that domestic publications, including non-print materials, will be preserved permanently at the national level for consultation or loan. In this respect it is closely associated with the IFLA Core Programme UAP, and especially with projects aiming at the establishment of repository policies and systems;
- to develop methods of preservation in formats other than the original and of the application of modern reprography and information technology for this purpose.

2.4.2 Programme Orientation

The Core Programme has two aspects **retrospective** and **prospective** which guide the Programme action towards conservation of library material of the past and of the future.

The conservation of the library materials of the **past** covers such items as:

- methods of conservation, including materials, equipment, and training of specialists,
- library conditions indispensable for conservation of library material, and
- library management.

The conservation of the library materials of the future which will reduce the rate of growth of prospective problems, requires close cooperation with information producers (publishers, printers, binders, etc.) and with paper manufacturers, as well as with government agencies to ensure the use of acid free papers and durable binding for books and serials, and also to develop materials which will not decay under difficult climatic conditions.

In the formulation of the Core Programme, the following guiding principles have been taken into account:

- that national and international interdependency exists in the preservation and conservation of library materials;
- that, while acknowledging the importance of conservation of the physical format of publications, priority should be given to the preservation of the content;
- that national strategy should be guided by the principle of selectivity rather than comprehensiveness.

2.4.3 Programme Areas

The first Programme area of PAC is to increase awareness of the need for preservation and conservation of the past and of the future among specialists and especially among government officials and decision makers responsible for cultural policy.

The second Programme area is to increase knowledge about the durability of books and other library material and the use of alternative technologies for the production and preservation of publications.

2.4.4 Programme Action

2.4.4.1 Coordination and Policy Matters

- to promote and encourage formulation of a workable national preservation and conservation policy and strategy;
- to formulate an internationally acceptable policy for preservation and conservation of library material;
- to coordinate international efforts on preservation and conservation of library materials and to establish working relations with international and national agencies or bodies responsible for preservation and conservation;
- to propose and promote international standards and guidelines indispensable for preservation and conservation of library material;
- to cooperate with appropriate IFLA Programmes, Divisions and Sections and to coordinate IFLA's action in this field;
- to develop plans for cooperation with information prod-

users (books, serials, microforms, video materials, etc.) in order to assure the permanent durability of library materials in the future.

2.4.4.2 Studies and Research

- to encourage, promote and undertake studies on the methods of preservation and conservation of library material and to make the results of such studies widely available;
- to study and evaluate the methods of preservation in formats other than the original and to encourage their application wherever necessary.

2.4.4.3 Raising Awareness

- to emphasize the role and necessity of preservation and conservation of library material among government officials and library managers;
- to encourage the creation of national agencies for preservation and conservation of library material (for bodies acting as focal points for conservation);
- to encourage production of video kits on preservation and conservation.

2.4.4.4 Training and Education

- to provide assistance for training of specialists in preservation and conservation of library material and for meetings of groups of experts involved in training;
- to organize, in cooperation with national libraries, national and international conferences or seminars on preservation and conservation;
- to develop the most efficient methods of work, and solutions to the problems of training and education;
- to publish teaching material on preservation and conservation.

2.4.4.5 Pilot Projects

- to initiate and conduct pilot projects, in cooperation with other organizations involved in the preservation and conservation of library material (use of modern methods and techniques of conservation);
- to participate in the establishment of a model national agency for the prophylactic treatment of library materials.

2.5 TRANSBORDER DATA FLOW (TDF)

2.5.1 Programme Objectives

The IFLA TDF Programme aims to promote among libraries the electronic transfer of data across borders for storage and/or processing by a computer. It involves communications from a terminal to a computer, computer to computer, and computer to a terminal.

Information transmitted via TDF covers a broad range of subjects relevant to the national needs of developed and developing countries. The existing data bases may provide information on all essential subject areas, such as:

- scientific and technological information
- macroeconomic and production information
- financial information
- social and health information
- trade and transport information
- referral information on institutions and corporations.

2.5.2 Programme Orientation

The library community is interested in the large volume of data transferred via TDF and should be involved in discussions and solutions of existing problems linked with TDF which not only affect its methods of work, but also could seriously affect the economic viability of a library information network. In this respect the library community should work very closely with other groups involved, such as the international business community which is primarily concerned with TDF.

It is envisaged that the TDF Programme will be restricted to data publicly available, with or without charge: data which are the private concern of institutions are not included.

2.5.3 Programme Areas

The TDF Programme will deal with two categories of data bases, namely:

2.5.3.1 Reference Data Bases which include:

- bibliographic data bases, containing citations and/or abstracts to primary literature (e.g. chemistry and agriculture, etc.);
- referral data bases providing information on institutions where information sources are located.

2.5.3.2 Source Data Bases such as:

- numeric data bases (e.g. numeric values from original surveys) and data that have been summarized or statistically manipulated;
- textual-numeric data bases (records with fields of textual information, numeric information, or both);
- full text data bases, which contain records of the complete text of primary sources (e.g. legal or medical data bases).

TDF has become a topic of serious concern among governments, international organizations, libraries, information services, and multinational corporations. Many subjects such as the protection of privacy of individuals, threats to national sovereignty, tariff barriers, technology transfer, etc., are subjects of interest to these organizations.

For the purposes of the TDF Programme they can be grouped into the following areas:

2.5.3.3 Policy Issues

There are many policy issues which affect TDF and which should be solved either at national or international levels, including the following:

- national data processing policies
- national laws for the protection of privacy
- government inspection of data which crosses national borders, to determine compliance with national laws on personal or corporate information and data content
- tariff policy, which may be applied to incoming information and data
- communication rates policy
- taxes on information and data.

2.5.3.4 Technical Issues

TDF requires a large number of technical facilities at the national level for data processing and transmission. The TDF Programme should take into account developments in the following areas:

- computers (hardware) for simultaneous interaction with systems through terminals
- interactive computer programmes (software)
- rapid access storage devices
- computer terminals
- telecommunications networks for local access to a remote computer
- technical standards for hardware and software.

2.5.3.5 Economic Issues

Economic issues are linked mainly with investment costs of technical equipment and operating costs of establishment, maintenance, and use of data bases. The following items can be included in this area:

- costs of renting or leasing hardware and development or acquisition of suitable software systems
- costs of maintenance of hardware and software
- operating costs and arrangements made between data base producers and vendors such as purchase agreements, fees, royalties, and contractual services
- data base usage costs
- communication costs
- costs of users' aids.

2.5.4 Programme Action

Most of the problems of TDF affecting libraries are closely linked with the broader areas of TDF where solution depends on the actions of governments and/or international governmental organizations.

The IFLA TDF Programme will be concentrated mainly on issues which are of primary importance to, and affect directly, the library community. It will include items which can be realistically initiated, developed, and implemented by IFLA and its Members.

It is proposed that IFLA's TDF Programme be centred on the following group of actions:

- raising awareness of the subject
- formulation of policies and guidelines
- cooperation with others involved in TDF
- improvement of access to computerized data bases.

2.5.4.1 Awareness Raising

- action will be taken to inform governments and library associations on the changes that are taking place in transborder data flow and on possible implications associated with them, and especially on the real and potential barriers which could affect TDF;
- creation of an international clearinghouse on issues related to TDF for libraries will be promoted.

2.5.4.2 Formulation of Policies

- formulation of policies and guidelines for national and international data processing and for TDF will be promoted;
- creation of the library focal points at the national level for issues relating to transborder data flow will be encouraged.

2.5.4.3 Cooperation with Others Involved in TDF

- cooperation and communication with different groups involved with TDF at national and international levels will be developed;
- development of international standards, protocols, and norms related to TDF will be initiated and encouraged.

2.5.4.4 Improvement of Access to Computerized Data Bases

- training, education, and user assistance will be sponsored and promoted;
- access to full-text data bases through library networks will be studied and encouraged;
- planning and establishment of national data bases will be assisted;
- use of efficient telecommunication facilities for TDF will be promoted.

2.6 ADVANCEMENT OF LIBRARIANSHIP IN THE THIRD WORLD (ALP)

2.6.1 Programme Objectives

The general objective of the Programme is to make a concerted effort to improve librarianship in the Third World.

The specific objectives are outlined in Chapter 3 relating to the Division of Regional Activities (3.8, page 52), as the level of development of librarianship and local conditions differ from region to region and from country to country.

2.6.2 Programme Orientation

ALP is not a goal or a problem new to IFLA, but the new and innovative aspect of the Core Programme is the endeavour to plan a cohesive programme which concentrates on the creation of the best possible conditions for self-development of library services in the Third World.

Horizontal cooperation among the countries of the Third World is the main aim of this Core Programme.

Although there is basically no difference between the goals and methods of library work wherever located, the variations lie in the opportunity to acquire library skills, in the economic climate which may or may not be favourable to culturally and socially oriented work, in the living conditions of the (potential) library users, and in their educational opportunities.

2.6.3 Programme Areas and Action

The Programme focuses on the following main areas and actions:

2.6.3.1 Centralized Stimulation of Decentralized Action

The tasks are:

- developing further geographical representation in IFLA by attracting more members from the Third World;
- developing a feeling of belonging by stimulating active participation in IFLA's professional groups and professional meetings;
- providing services designed to support and encourage librarians, library associations, libraries, and library schools by applying IFLA systems, guidelines, and standards in their specific fields;
- encouraging translations of publications in librarianship;
- providing advisory assistance to improve the status of librarianship, preferably by strengthening the organization and role of national library associations.

The overall goal is to create an effective focal point and service centre for all Third World library concerns, preferably as a special department within IFLA Headquarters.

2.6.3.2 Strengthening Regional Cooperation

The tasks are:

- furthering the role of Regional Standing Committees;
- improvement of the Regional Offices by making them effective regional information sources.

2.6.3.3 Training Activities

Emphasized will be:

- specialized seminars linked to IFLA Conferences where feasible;
- learning through on-site experiences by exchanges of promising professionals within the Third World countries themselves.

The latter is a new approach based on the assumption that colleagues living and working in Third World countries are able to benefit mutually from experiences gained in comparable circumstances.

Participants in IFLA Seminars are expected to share their acquired expertise with colleagues in their regions.

Those involved in regional projects also make an important contribution to the trained manpower resources of the Third World.

CHAPTER 3

This Chapter describes the functions and objectives of the Divisions, Sections and Round Tables, with the projects and studies which they propose for the MTP. These descriptions are presented in the order in which the units are given in the organization chart (see page 60), that is, in the order of their chronological establishment within each Division.

The statements originate from the units themselves. Together they give a relatively detailed picture of the professional work which will be undertaken in this period.

The work of each Division and Section is carried out in consultation with other appropriate Divisions and Sections where there are areas of mutual concern and interest.

3.1 DIVISION OF GENERAL RESEARCH LIBRARIES

The Division of General Research Libraries embraces large general academic and research libraries, national libraries, the central or integrated library systems of universities, and because in a special sense they serve as general research libraries, the parliamentary libraries.

Its main objectives are the monitoring and evaluation of the work of the Sections of IFLA concerned with the development of technical organizations and services. This reviewing of technical operations and services is undertaken in the context of any necessary policy formulation, together with any consequent administrative and financial implications for the types of library covered by this Division.

The specific areas of work during the MTP period, in consultation with the appropriate IFLA professional groups, are:

1. *to study and define the roles of large research libraries in national information systems*
2. *to investigate and improve the administration of large libraries with special subject departments*
3. *to study and make recommendations on the problems of storage of large collections and the use of cooperative repositories*
4. *to study the problems of conservation, the conflict between use and preservation of materials and the contribution of UAP and PAC to the resolution of these problems*
5. *to study and define ways of improving interaction between IFLA Sections in Divisions IV, V, and VI, involved in developing technical services and the three Sections within this Division, with a view to realizing the implementation of such developments.*

3.1.1 Section of National Libraries

National Libraries have special responsibilities, often defined in law, within a nation's library and information system. These responsibilities vary from country to country, but are likely to include: the col-

lection *via* legal deposit of the national imprint and its cataloguing and conservation; the provision of central services (e.g. reference, bibliographical, lending) to users both directly and through other library and information centres; the preservation and promotion of the national cultural heritage; the promotion of national cultural policy; and leadership in national literacy campaigns. National libraries often serve as a national forum for international programmes and projects. They can have a close relationship with national governments, and can act as a conduit for the views of other sectors of the profession. Occasionally they also serve the information needs of the legislature directly.

In this MTP the Section intends to sponsor and organize projects and meetings relating to six overall objectives:

- a. to serve as a forum to share the experience of the practical problems of national libraries, and to give advice and assistance wherever possible;
- b. to further the contribution which national libraries can make to the UAP Programme;
- c. to identify the range and nature of the tasks of a national library allowing for differing historical, political, economic, cultural and other circumstances;
- d. to promote research in fields of interest to national libraries, and the exchange of ideas and information;
- e. to initiate and/or contribute to activities which are of interest both to national libraries and to other libraries;
- f. to further, in cooperation with qualified Divisions, Sections, and Round Tables, the Core Programmes of IFLA.

Particular themes, projects and meetings planned for 1986-91 include, in consultation with the appropriate IFLA professional groups:

1. *Development of guidelines for the exploitation and preservation of the national imprint for the benefit of the user.*
2. *Compilation of a compendium of legislation relating to national libraries and their place within the national library and information structure.*
3. *Review of the aims and functions of national libraries.*
4. *Fostering international and regional national library co-operation (e.g. on the acquisition of foreign imprints).*
5. *Survey and recommendations on national libraries and their relationship to major collections of unpublished manuscripts and archives.*
6. *Publishing programmes for national libraries: challenges, problems, techniques and benefits.*
7. *Assessment of the roles of the national library in national programmes of library and information research and development;*
8. *Examination of the national library as the national bibliographic agency (definition and responsibilities, coordination of nationwide and regional recording of library materials, coordination of bibliographic projects, terms of the availability of records, etc.).*
9. *Provision of national reference services and their relation-*

ship to specialized reference collections.

10. *Utilization of technological developments in national reference services.*

Conference of Directors of National Libraries (CDNL)

The Conference is open only to directors of national libraries or their nominees and meets annually in conjunction with IFLA. Although it is not part of the formal IFLA structure, the Conference works with it in close cooperation; its chairperson is a member of the PMC and its representative, like those of other international bodies, meets with the Executive Board on an annual basis.

The Conference provides a forum for national library directors and collective action on urgent matters can be agreed upon quickly and, if necessary, financed by their institutions. Where appropriate, recommendations may be made for further consideration and action by IFLA.

During the period of IFLA's 1986-91 MTP the matters which concern the Conference will inevitably parallel the issues raised by the Core Programmes. The Conference will ensure that national libraries continue to play an important role in the international library movement especially in areas where their participation is essential.

3.1.2 Section of University Libraries and Other General Research Libraries

The Section's primary objective is the development of models for academic and research library services to enable them to provide full access to all publications and to enhance the efficiency of library operations. It is concerned with uniform bibliographical control and the professional education of library staff. It recognizes the importance of new technology, particularly its cost-effectiveness, and is concerned also with the cost to library services of major changes in bibliographical description.

To this end it will monitor and evaluate the results of the work of Divisions and Sections of IFLA primarily concerned with the development and improvement of technical operations and services and examine these in the particular context of formulation of policy and the financial and administrative implications for University Libraries and other General Research Libraries.

The Section also works towards the improvement of academic and research library services in the less developed countries and supports the organization of seminars and workshops in which librarians can usefully exchange their experience with colleagues from other countries.

Specific areas of work during the MTP period, in consultation with appropriate IFLA professional groups, are:

1. *the evaluation of the effects of financial and other resource constraints on university library services;*
2. *the development of criteria for standards for academic libraries with special reference to developing countries;*
3. *a study of the treatment and use of official publications in academic libraries;*
4. *the identification and evaluation of relevant models for the*

collection of university library statistics as indicators of performance;

5. *the study of managerial problems associated with the continuing acquisition and availability of research materials in the context of networks, and cooperatives at the local, regional and national and/or subject level;*
6. *the study and evaluation of the relationship between resource sharing and local collection building;*
7. *the study of the relationship between preservation methods and collection development;*
8. *the examination of preservation programmes (including the contribution of new technologies) and their influence on methods of resource sharing.*

3.1.3 Section of Parliamentary Libraries

The main objective of the Section of Parliamentary Libraries is to provide information and programmes to improve facilities, equipment, and services for new and existing legislative and parliamentary libraries. It encourages direct contact between parliamentary libraries as this is the most rapid and efficient method of obtaining reliable information on services.

In this MTP, in consultation with the appropriate IFLA professional groups, the Section plans:

1. *to assist in the development of parliamentary libraries by providing assistance and support in accordance with the interest, requirements, and stage of development of parliaments in various regions of the world;*
2. *to encourage programmes which would foster the adaptation of the latest information technologies to parliamentary library services;*
3. *to examine the relationship of the research work carried out by public and private institutions and the needs and work of parliament with special reference to the library and research services of parliaments themselves;*
4. *to strengthen cooperation between the Inter-Parliamentary Union and parliamentary libraries and explore the possibility of joint programmes and activities;*
5. *to continue the updating of the World Directory of Parliamentary Libraries.*

3.2 DIVISION OF SPECIAL LIBRARIES

The Division of Special Libraries has as its primary objective the co-ordination of all those libraries or departments and service units within libraries which are devoted to a particular discipline or group of disciplines, or which provide services to users interested in a particular profession, activity or project.

They range from large libraries covering such wide fields as the social sciences or technology, to the libraries of specialized institutions or individual

companies. The main feature distinguishing them as a group is their provision of specialized information services for a specialized clientele. This gives them a particular interest in documentation and information and links them with a number of international governmental and non-governmental organizations.

Within the MTP of IFLA, the programme of the Division, in consultation with the appropriate IFLA professional groups, lies in the following areas:

1. *encouraging relations between special librarianship and documentation;*
2. *encouraging relations between special librarianship and the subject fields;*
3. *networking in special libraries;*
4. *promoting education and training for special librarianship;*
5. *cooperating in publication: involvement with the origination, production and distribution of materials for special libraries;*
6. *planning the second World Congress on Special Librarianship, to be held in conjunction with the Special Libraries Association (US) in 1989;*
7. *facilitating the implementation of the Core Programmes on the Divisional level.*

3.2.1 Section of Administrative Libraries

Administrative or Government Libraries are those whose primary purpose is to serve the state at the government level: they are, therefore, incorporated into and subordinated to the administration of a particular government agency.

The main objectives of the MTP, in consultation with the appropriate IFLA professional groups, are:

1. *the development of information systems and networks for administrative libraries;*
2. *relations between administrative librarianship and documentation;*
3. *education and training for administrative libraries;*
4. *building and information technology for administrative libraries;*
5. *current awareness for administrative libraries in developing countries in the process of building up governmental information systems;*
6. *standardization, cataloguing, and compatibility of documents in administrative libraries.*

3.2.2 Section of Social Science Libraries

The Section of Social Science Libraries provides a forum for discussion among librarians in the broad and varied field of social sciences. Its purpose is to promote cooperative interaction within the Section, to offer guidance and expertise in solving problems encountered in the use of new technology, to assist in coordinating bibliographic activities and

to publicize activities outside the Section.

The MTP, in consultation with the appropriate IFLA professional groups, includes:

1. *the compilation and publication of a series of directories and other publications in the fields of social sciences;*
2. *the promotion of education and training for the special requirements of social science libraries;*
3. *the promotion of cooperation with other international bodies concerned with similar subject fields such as FID/Social Science Documentation (FID/SD) and the International Committee for Social Science Information and Documentation.*

3.2.3 Section of Geography and Map Libraries

The main objectives of the Section are to promote and coordinate on the international level the documentation, use, and dissemination of geographic and cartographic information, and to stimulate high levels of excellence in the care and management of collections containing this information.

These objectives are achieved by initiating projects and studies, the findings of which are published in the form of technical monographs, standards, manuals, directories, bibliographies, etc. In addition, close liaison with cartographic, geographic, and related organizations is maintained.

Within the MTP, in consultation with the appropriate IFLA professional groups, the Section has as its programme:

1. *the organization of workshops for practical map curatorship in developing countries;*
2. *the preparation of the Manual of Practical Map Curatorship;*
3. *the preparation of an audiovisual programme to accompany the Manual of Practical Map Curatorship, for use in subsequent workshops;*
4. *cooperation in the revision of the chapters relating to cartographic materials in UNIMARC;*
5. *the preparation of a handbook of examples as a guide to ISBD/Cartographic Materials (ISBD/CM) and UNIMARC;*
6. *liaison activities with appropriate external organizations;*
7. *the preparation of a manual containing guidelines related to equipment and space management for map collections.*

3.2.4 Section of Science and Technology Libraries

The Section of Science and Technology Libraries sees as its main objective the establishment of a standing organization for developing common methods and services for libraries and librarians in the sciences and technology.

The MTP includes, in consultation with the appropriate IFLA professional groups:

1. *the development of projects for the analysis of methods, services and materials in libraries of science and technology;*

2. *the training of science and technology librarians.*

3.2.5 Section of Biological and Medical Sciences Libraries

The Section's aims include the promotion of cooperation between biological and medical sciences libraries, facilitating the sharing of technology relevant to these libraries, the consideration of means of making better library provision of information to health care consumers, and the promotion of cooperative activity between national library associations of biological and medical sciences libraries.

The MTP, in consultation with the appropriate IFLA professional groups, includes:

1. *the updating and revision of the World List of Biological and Medical Sciences Libraries;*
2. *the coordination of the planning for the Sixth International Congress on Medical Librarianship, New Delhi, 1990;*
3. *the conducting of regional programmes, including the provision of training opportunities;*
4. *cooperation with the World Health Organization (WHO), FID, and other relevant international bodies;*
5. *cooperation with other organizations to facilitate the international exchange of materials in biology and medicine.*

3.2.6 Section of Art Libraries

The main objectives of the Section are to promote the development, use, and effective administration of art libraries, not only with regard to their collections, but also to their services, to establish an international agency for the exchange of experience in information and documentation for art libraries, to develop national and regional activities of art library associations, and to undertake and participate in common projects for the improvement of the status of art libraries worldwide.

The MTP includes, in consultation with the appropriate IFLA professional groups:

1. *furthering the aims of UAP in the subject area of art; surveying networks, projects, union lists, and other initiatives which contribute significantly to this end and to identify areas in which initiatives are still needed; and to promote and/or develop specific projects;*
2. *developing bibliographic access to, and control of, the literature of art, especially by promoting the production of national and other bibliographies and by continuing to provide a regular Bibliographies Update current awareness service;*
3. *compiling a bibliography of bibliographies of art serials, for its intrinsic value, to identify subject and geographical areas which are not yet covered, and as a possible first step towards the compilation of an international retrospective bibliography and/or union list of art serials;*
4. *compiling an international retrospective bibliography of art librarianship;*

5. *promoting and encouraging the development of the international function of the Art Libraries Journal;*
6. *extending the reach of the Section's effectiveness as an international clearinghouse for, and agency of, information for art librarians.*

3.3 DIVISION OF LIBRARIES SERVING THE GENERAL PUBLIC

The purpose of the Division is to support and coordinate the activities and projects of its Sections, Round Tables and Working Groups.

Libraries included in this Division offer to the whole population, including the disabled and the illiterate, access to recorded knowledge and opportunities for study and recreation. These libraries have a great contribution to make to the spread of literacy, and to fundamental and continuing education. The Division is especially interested in the promotion of public libraries in developing countries.

Specifically, the Division hopes to launch three projects during this MTP, in consultation with the appropriate IFLA professional groups:

1. *preparation and publication of a compendium of guidelines and standards produced by the Division's Sections and Round Tables;*
2. *a study of the role of libraries serving the general public in the provision of library service for the elderly;*
3. *the encouragement of the establishment of indigenous publishing activities in developing countries, by means of case studies of successful programmes.*

3.3.1 Section of Public Libraries

The aims of the Section are to discuss and promote all matters concerning the provision of public library service in every environment, its objectives and policy, its theory and practice, and its standards and techniques.

Specifically, the Section will seek to carry out the following projects, in consultation with the appropriate IFLA professional groups:

1. *to arrange seminars on public library services and policy, particularly in developing countries;*
2. *to review the role of public libraries in the eradication of illiteracy;*
3. *to study ways in which the performance of public library service can be measured and assessed;*
4. *to investigate the practice of levying charges for public library services and to establish the current relevance of the Unesco Public Library Manifesto;*
5. *to undertake a pilot project in a developing country for the establishment of rural community and library information centres together with the necessary supporting infrastructure and training programmes;*
6. *to undertake a study of children's and school libraries in rural areas and in particular of dual use libraries (libraries*

which serve both schools and the general public) in both developed and developing countries to determine the features and conditions necessary for their success;

- 7. to carry out a study of public library services provided for people at their place of work;*
- 8. to study the role of public libraries in continuing adult education and their relationship with institutions for adult education;*
- 9. to study the role of information technology in public library services in developing countries.*

3.3.2 Section of Children's Libraries

The Section's main objectives are to promote international co-operation in the fields of library services to children, and to encourage the exchange of experience and research in all aspects of this subject. The Section's concerns include the provision of library services to all children - including children in multilingual communities, in rural areas, and in developing countries, the handicapped and the socially deprived, and adults concerned with children and books. Also of importance to the Section is the provision of resources to those involved in the production and study of children's literature and related materials.

The MTP of the Section, in consultation with the appropriate IFLA professional groups, includes:

- 1. the promotion of basic education for children's librarianship and advanced training for professional librarians serving children;*
- 2. continuation of the Zimbabwe project relating to home library groups and storytelling;*
- 3. carrying out a study of the impact on library services of new technology and new media for children;*
- 4. examination of services for disadvantaged children, in particular, socially deprived children and physically handicapped children;*
- 5. the study of the role of libraries serving children in multilingual communities.*

3.3.3 Section of School Libraries

The use of school libraries is the foundation for the use of all other libraries. Literacy is nurtured in schools and is the prerequisite for all subsequent library and information use.

In schools, the role of libraries is multi-faceted, and their functions include provision for research, academic study, scientific, technical and social information, bibliographic data, and access to recorded knowledge in all its forms. Librarians' stocks and services are wide-ranging, and although their activities are always centred upon the curricular needs of both students and teachers, their libraries may also be nodal points in national information networks.

Vital to such provision is the existence of adequately trained school librarians, appropriate national policy, and effective links with

the national library/information infrastructure. In a technological world, where access to information daily becomes a more essential tool, effective school libraries have a significant contribution to make.

The MTP, in consultation with appropriate IFLA professional groups, includes:

1. *the promotion of guidelines for the training of teachers in information and library use;*
2. *provision of seminars and other activities for updating the professional expertise of school librarians to enable them to meet changing national needs;*
3. *furthering the development and revision of courses to produce adequately trained school librarians;*
4. *case studies of policies and practices which facilitate the successful provision of school libraries, librarians, and information services;*
5. *projects to raise the awareness of the contribution and effects of school libraries on other library/information service among administrators, educators, politicians, decision-makers, parents, community agencies, and librarians;*
6. *development of guidelines for the application of new information technology to the handling and transfer of information in the educational work of the library;*
7. *furthering the development of school libraries in the Third World as a contribution to the development of national library/information networks;*
8. *defining the relationship of UAP to school librarianship with special emphasis on the basic infrastructures required to produce and publish school library materials.*

3.3.4 Section of Libraries Serving Disadvantaged Persons

The concern of the Section is to service those members of the community who are not able to use library services available to others (hospital patients and people in penal institutions) or who have difficulties in using general library services (housebound and elderly people) or who need special library services (mentally and physically handicapped, including the deaf).

The Section is concerned with resources for groups of people whose reading abilities may be impaired. Furthermore, it deals with physical access to library buildings and collections, and with reading aids for physically handicapped users. The Section also deals with the improvement of hospital patients' libraries and the promotion of professionalism in this field.

For IFLA's programme for the blind, see the Section of Libraries for the Blind (page 35).

The Section's MTP includes, in consultation with the appropriate IFLA professional groups:

1. *training programmes on hospital and prison library services by courses and seminars including the use of videotape;*
2. *promotion of services and surveys of libraries in penal in-*

- stitutions;*
3. *encouragement of the use of "easy reader publications" and picture books for groups such as the mentally handicapped and the pre-lingually deaf and compilation of a list of criteria for such publications;*
 4. *research into the library needs of deaf people;*
 5. *research into the removal of obstacles encountered by disabled people in the use of library services;*
 6. *provision of information about reading handicaps and reading aids to library schools and other relevant authorities and organizations;*
 7. *improvement in the availability of publications in all formats for disadvantaged persons.*

3.3.5 Section of Libraries for the Blind

The main objectives of the Section are to promote national and international cooperation in the field of library services for the blind, and to encourage research and development in all aspects of this area, thus improving the availability of materials for the blind and the visually handicapped.

To achieve these goals, the Section is concerned with the implementation of service goals, standardization of materials, problems of copyright, bibliographic control of materials, relaxation of postal regulations and customs laws, and the identification of the locations of special collections for the blind.

The MTP of the Section, in consultation with the appropriate IFLA professional groups, includes:

1. *the furtherance of awareness of the need for equal opportunities in all fields of library service for visually handicapped readers and the provision of information on library services to them;*
2. *cooperation with the World Council for the Welfare of the Blind (WCWB) and other similar international organizations for monitoring the reactions of users of services for the blind;*
3. *investigation of questions of copyright distribution and exchange of materials for the visually handicapped;*
4. *the establishment of national union catalogues of literature for the visually handicapped;*
5. *encouraging the improvement of international postal and customs regulations as they affect this class of materials;*
6. *development of standards for production of Braille and talking books and large print editions;*
7. *standardization of reading material and equipment, and the dissemination of information on the evaluation of reading aids (cassette players, paperless Braille);*
8. *recommendations for reading material and equipment for visually handicapped children;*
9. *the publication, in cooperation with the WCWB, of an in-*

ternational bibliographical directory, The Blind in Life and Works;

10. *the planning of an Asian seminar on services to visually handicapped readers in Asian developing countries and the establishment of a consulting body to aid in setting up services in developing countries;*
11. *compilation of a catalogue on tactile maps;*
12. *development of standards for tactile books;*
13. *collection of samples of book selection policies;*
14. *compilation of a guide for the use of computer technology in Braille production.*

3.3.6 Round Table of Librarians from Documentation Centres on Children's Literature

The purpose of these documentation centres is to record and investigate historic and contemporary children's literature and the related professional literature, and to provide research materials on children's literature and reading habits.

The Round Table will continue to promote the preservation of children's literature through national deposit collections as an essential part of the UAP Programme. It will also encourage the exchange of information about the tracing and recording of new books, and the collection and conservation of older children's books and other related materials.

The MTP, in consultation with the appropriate IFLA professional groups, includes:

1. *updating the directory of key centres in each country;*
2. *sharing information about preservation of materials;*
3. *stimulating the establishment of national centres on children's literature.*

3.3.7 Round Table of National Centres for Library Services (ROTNAC)

The Round Table is a forum for national centres which exist in many countries to provide, on an international basis, acquisition and documentation of library materials, and specialized services such as publicity for library activities.

The organization of centres varies from country to country, but there is, nevertheless, much common ground in the method and form of their operation.

In the MTP, the Round Table, in consultation with the appropriate IFLA professional groups, intends:

1. *to undertake a comparative study of the kind, quantity, sales and costs of the various centres;*
2. *to develop this study to include computerized services, publicity, centralized building operations, documentation, and the provision of special materials such as audiovisual media, music, books for the mentally handicapped, school library requirements, and the production of catalogue cards. This will be undertaken by ad hoc working groups drawn*

from specialists in the various centres;

3. *to encourage cooperation in the selection and purchase of foreign literature;*
4. *to encourage cooperation in the production of publicity materials;*
5. *to encourage, through seminars, the planning and development of new national centres, especially in developing countries.*

3.3.8 Round Table - International Association of Metropolitan City Libraries (INTAMEL)

INTAMEL provides a forum for professional communication and information for librarians of cities with 400,000 or more inhabitants.

INTAMEL organizes annual conferences where exchanges of experience and ideas take place on library systems, library building, and library activities.

In the MTP, in consultation with the appropriate IFLA professional groups, special attention will be given to:

1. *library networks in large cities;*
2. *library buildings;*
3. *the formation within city libraries of special subject departments with their own collections and services;*
4. *the use and operation of catalogues in large city libraries;*
5. *the automation of cataloguing and circulation procedures;*
6. *the problems of library services to ethnic and linguistic minorities in large cities;*
7. *research work in city libraries;*
8. *the provision and use of on-line information services.*

3.3.9 Round Table on Mobile Libraries

The Round Table gives particular attention to the special nature and requirements of mobile library service. Mobile libraries operate in both rural and urban areas, usually using specially equipped road vehicles, but also using boats and trains.

They provide flexible library service in places and districts where it is not feasible to operate fixed library service points. The Round Table intends to develop its activities worldwide, including countries which have, at present, few or no mobile libraries.

The MTP includes, in consultation with the appropriate IFLA professional groups:

1. *a survey on the present position of library work with mobile libraries;*
2. *the exchange of experience and research in the entire field of the operation of mobile libraries and their particular problems;*
3. *the establishment of a system for the documentation of mobile library work;*
4. *continuing work on the Guidelines for the Equipment and*

Operation of Mobile Libraries;

5. *continuing work on a thesaurus of mobile library terminology in different languages with special emphasis on the needs of mobile library work in developing countries;*
6. *translation of the Guidelines and other texts concerning mobile library work essential for the planning of mobile library services in developing countries.*

3.3.10 Round Table on Library Services to Ethnic and Linguistic Minorities

Believing that all segments of the population should have appropriate library services and information, the Round Table seeks to make information available on library provision, practice and materials for linguistic and cultural minorities which will aid librarians in planning and provision of such services. Because of the present mobility of populations, most nations have, to a lesser or greater degree, linguistic or cultural minorities whose library and information needs are seldom adequately served. Through its projects, and particularly through its *Newsletter* and *Publication Checklist*, it aims to encourage the exchange of information on library practice worldwide and to encourage the provision of adequate library services for minorities.

In this MTP, the ongoing projects of the Round Table, in consultation with the appropriate IFLA professional groups, are:

1. *publication of an international bibliography, identifying and describing all publications and articles throughout the world on library service to ethnic and linguistic minorities;*
2. *preparation of a pamphlet, with later development into a manual, on the practical means of libraries responding to the requirements of cultural, ethnic, and linguistic minorities;*
3. *preparation of a pamphlet, advising on the selection and acquisition of library materials for these groups;*
4. *compilation of guidelines and standards on library services;*
5. *preparation of a directory of libraries, organizations and services with a concern for library service to these groups, and the preparation of a bibliography of directories of such organizations and services;*
6. *to conduct a survey of library school policies and curricula on current teaching in the fields concerned;*
7. *to survey the relationship between library services to these groups and those in the field of general education and in social and leisure services;*
8. *to establish a register of current research, with an index of research workers, in the field of library service to these groups;*
9. *to survey current practice on the employment of members of these groups in library services in selected countries;*
10. *to conduct a seminar on handling non-Roman alphabets in cataloguing minorities language materials;*
11. *to identify ways of encouraging the recruitment of mem-*

bers of these groups into the profession so that, within a reasonable time, library staffs reflect the proportions of minorities within the community.

3.4 DIVISION OF BIBLIOGRAPHIC CONTROL

The main goal of the Division of Bibliographic Control is the implementation of the UBC Programme, with special attention to Third World countries, in close cooperation with the IMP.

The activities of the three Sections will be directed toward the improved exchange of bibliographic data through the standardization of practice in the construction of bibliographic record systems, according to the evolution of new technologies. Among these recommendations, the Division will give special attention to the development of guidelines for the practical implementation of UBC.

Such a programme requires cooperation with other international bodies, for example, ISO.

3.4.1 Section on Cataloguing

In 1986-91 as a result of the redefined status of UBC and the new Core Programmes, IMP and TDF, the Section's activities will be directed mainly toward the maintenance of the revised standards; the development of new standards as required for new materials and new bibliographic conditions; the continuation of work on regularization of names and titles, with particular reference to the international exchange of records for cataloguing purposes; and the further development of practical aids, as required for the operation and development of cataloguing systems in Third World countries.

The MTP, in consultation with the appropriate IFLA professional groups, includes:

1. *the completion of a review of ISBD Printed Music (ISBD/PM);*
2. *definition of the ISBD(MRF);*
3. *completion of the ISBD(CP);*
4. *completion of the review of remaining ISBDs not previously reviewed (e.g. ISBD Antiquarian (ISBD(A));*
5. *preparation of ISBD Manuals of examples;*
6. *definition of ISBDs for the handling of technical documentation and literature (standards, patents, catalogues of equipment, etc.);*
7. *authority control in relation to UNIMARC;*
8. *the review of Form and Structure of Corporate Readings;*
9. *liaison with ISO on transliteration, abbreviations, and other standards relevant to cataloguing;*
10. *analysis of the form of bibliographic catalogues.*

3.4.2 Section on Bibliography

The Section on Bibliography encourages bibliographic activities both in the field of theory and practice.

The Section plans to reach these goals by:

- establishing an adequate forum for the discussion of all questions concerning the theory of bibliography, and
- establishing guidelines and recommendations and gathering data on the level of national bibliographic control in different countries in order to improve national bibliographic control and the international exchange of bibliographic information, taking into account the effect of new technologies.

Special attention will be given to countries developing their national bibliographic system and all questions of cooperation and coordination on the national and international level.

The MTP of the Section, in consultation with the appropriate IFLA professional groups, includes the following, in order of priority:

1. *improvement of national bibliographic control:*
 - 1.1 *improvement of national bibliography in developing countries (Africa, Asia and Oceania, Latin America and the Caribbean, etc.);*
 - 1.2 *improvement of retrospective bibliographic control;*
 - 1.3 *improvement of the use of national bibliographic control as national input to international information systems, and vice versa;*
 - 1.4 *improvement of interrelations between national bibliography and subject bibliographies (including bibliographic control of journal articles);*
2. *improvement of bibliographic control of publications of intergovernmental and international non-governmental organizations;*
3. *the study of the effectiveness of bibliographic services in relationship to users' needs;*
4. *the promotion of bibliographic knowledge;*
5. *encouragement of studies in the history of bibliographies and bibliographers in order to solve problems in the future development of bibliographic work.*

3.4.3 Section on Classification and Subject Cataloguing

The main objectives of the Section are to promote standardized application of the various classification and subject indexing tools and methods among institutions generating bibliographic records, in order to facilitate international exchange of bibliographic information by subject approach.

In the MTP, in consultation with the appropriate IFLA professional groups, the Section will:

1. *follow up revision and development of all relevant standards in particular standards on construction and assignment of subject headings;*
2. *continue work on the use of classification in national bibliographies and in particular, investigation of the extent to which details on edition, expansions, variations, and options of the various schemes are incorporated;*

3. *continue the investigation of the factual and potential use of classification and verbal subject approach in on-line searching for bibliographic information.*

3.5 DIVISION OF COLLECTIONS AND SERVICES

The main objective of the Division of Collections and Services is the international improvement of collection building and services to readers. In support of this long-term goal, the Division will encourage, or initiate studies and publications aimed at the realization of the UAP Programme. The Division will concentrate on the areas of activities not covered by its Sections and will establish working contacts with other international organizations with common interests, such as ICA, in order to identify these areas and to investigate the possibility of cooperative projects.

Studies will be undertaken in consultation with the appropriate IFLA professional groups, and the specific concerns of the Division in this MTP are:

1. *the responsibility of governments and the library community for collection building and library service;*
2. *the significance of library networks for collection building and library services;*
3. *international support for the UAP Programme;*
4. *the impact of technology on the quality and efficiency of collection building and related services in libraries;*
5. *the development of guidelines and procedures for the establishment of core collections.*

3.5.1 Section on Acquisition and Exchange

The programme of the Section includes discussions, investigation, and the preparation of studies relating to the theory and practice of library acquisition work in general, and of the exchange of library materials in particular, with the aim of improving acquisition and exchange worldwide.

The MTP, in consultation with the appropriate IFLA professional groups, includes:

1. *the production of training guidelines for staff involved in the international exchange of library materials, with particular emphasis on training for librarians in developing countries;*
2. *preparation of models for the establishment and organization of repository libraries;*
3. *studies on methods and organization of, and aids to, collection building;*
4. *studies on the role of new technology in acquisition and exchange work;*
5. *studies for building core collections of periodicals;*
6. *studies of national acquisition policies;*
7. *studies of performance measures for evaluating the effectiveness of acquisition policies and systems;*
8. *identification of barriers to acquisitions and of steps for*

their elimination or alleviation, with particular reference to developing countries;

9. *studies on the links between libraries, publishers, and book-sellers, leading to improved availability;*
10. *studies of grey literature;*
11. *preparation of a bibliography on the international exchange of publications covering the period 1981-1990.*

3.5.2 Section on Interlending and Document Delivery

The main goal of the Section is to promote interlibrary lending both nationally and internationally in relation to the UAP Programme, and to take into account rapidly developing technology as it affects document availability.

The MTP, in consultation with the appropriate IFLA professional groups, includes studies and projects on:

1. *the optimization of union catalogues, i.e. the levels to which union catalogues can be economically developed and criteria for the selection of libraries which should contribute to them;*
2. *automation and its impact on interlibrary lending;*
3. *electronic searching, messaging, and document delivery;*
4. *the impact of electronic publishing on library collections and interlending;*
5. *the special problem of interlibrary lending in developing countries and areas;*
6. *regional seminars for specialists in interlibrary loan;*
7. *analysis and methods of charging for international lending.*

3.5.3 Section on Serial Publications

This Section exists to study the problems of handling serials in libraries, including bibliographic control, availability, management and conservation. The programme has special relevance to the needs of developing countries where continuing access to information, such as is contained in serials, is of paramount importance.

The MTP, in consultation with the appropriate IFLA professional groups, includes:

1. *studies on the compilation of union lists of serials;*
2. *studies associated with the handling of newspapers in libraries;*
3. *an involvement in the process of ISBDs review, in particular ISBD Serials (ISBD(S)), with special reference to the International Serials Data System (ISDS), to the establishment of a minimum cataloguing level, and to the application of ISBD in national cataloguing codes and in national bibliographies;*
4. *the preparation of a handbook of serials housekeeping routines for use in developing countries;*
5. *the compilation of an international directory of serials librarians;*

6. *the consideration of current developments affecting serials librarianship, particularly ISDS and its application in libraries;*
7. *the development of guidelines for the binding and conservation of serial publications;*
8. *examination of the serial aspects of conference proceedings;*
9. *improvement of the interface between libraries and indexing and abstracting services;*
10. *promotion of courses on serial publications in library schools;*
11. *study of the problems on serial publications presented by new media.*

3.5.4 Section on Official Publications

The Section on Official Publications is concerned with a body of material characterized by a range of problems common to all countries: bibliographic control, methods of distribution and publicity by governments, availability of material through regular channels of distribution, awareness on the part of users and researchers, and library training. These important sources of information are underused and the Section's primary aim is the improvement of this situation.

The MTP includes, in consultation with the appropriate IFLA professional groups, the following projects:

1. *publication of a directory of official publishing and of experts in official publications;*
2. *study on the use of official information by social scientists;*
3. *development of guidelines for bibliographies of international publications;*
4. *the review of Form and Structure of Corporate Headings;*
5. *a training seminar on government publications to be held in a developing country;*
6. *a study of questions in connection with the national practices of the use of the term "Official Bodies";*
7. *an international guide to official publications containing the text of legislation.*

3.5.5 Section on Rare and Precious Books and Documents

The Section is intimately concerned with three Core Programmes: PAC, UAP, and UBC.

In relation to the UAP Programme, its role is cautionary; access to rare and precious books has to be limited because of their rarity and fragility, and their position as an important part of the cultural patrimony of nations. The application of the UBC Programme retrospectively provides an essential method to identify what has been published in the past, when the concept of national bibliographies of current literature was totally unknown.

The MTP, in consultation with the appropriate IFLA profession-

al groups, includes:

1. the support of international catalogues of past literary production;
2. the support of catalogues and bibliographies in areas which are of particular international concern, such as the book production of the 15th century;
3. assisting in securing adequate funding for the *Gesamtkatalog der Wiegendrucke*;
4. the ultimate extension of this kind of bibliographical control to the end of the 16th century;
5. the promotion of the exchange of bibliographical information in machine-readable form about older books by means of the ISBD(A);
6. the exchange of information on the methodology and on the history and development of segregated collections of rare and precious books;
7. the development of standards for the storage and use of rare and precious books;
8. the development of guidelines for the photographic and xerographic reproduction of such books;
9. the promotion of conservation, preservation, and availability of the manuscript and printed cultural history of developing countries;
10. the promotion of a directory of Museums of the Book;
11. the elaboration of guidelines for the preservation and bibliographic control of rare and precious books and documents, in collaboration with the League of European Research Libraries (LIBER) and ICA;
12. the promotion of cooperation between the Museums of the Book Working Group and the International Committee on Library Museums (ICLM) and interested libraries.

3.6 DIVISION OF MANAGEMENT AND TECHNOLOGY

The Division of Management and Technology is made up of four Sections and two Round Tables concerned with activities affecting all types of libraries and library associations. The Division is directly involved in assisting efforts towards the development of IFLA Core Programmes.

The work of the Division is centred on activities and projects covering library management and statistics, library buildings, the impact of information technology, the use of new media, and the management of library associations.

3.6.1 Section on Conservation

Conservation may be defined as ensuring that library materials are preserved for posterity by the adoption of special methods of storage, preservative treatment, reduction of the use of originals through the substitution of facsimiles or microforms, and the employment of specialist non-librarians to provide particular expertise to assist in conservation management. The Section aims to provide guides to this man-

agement. This programme is undertaken in close cooperation with the PAC Core Programme.

In the MTP, in consultation with the appropriate IFLA professional groups, the Section will work towards:

1. *bringing about a better awareness of the problems arising from the physical and chemical properties of library and archive materials to librarians engaged in all library activities;*
2. *establishing instruction on the physical and chemical properties of library materials and on conservation and restoration measures and techniques as a regular part of library school curricula;*
3. *evaluating the true extent of conservation problems in libraries of various kinds and in different countries;*
4. *promoting the effective use of various conservation and preservation techniques;*
5. *initiating further research in areas where effectiveness is inadequate or uncertain;*
6. *initiating national and international programmes of conservation and restoration work in close cooperation with the PAC Core Programme;*
7. *establishing a regular exchange of information on programmes and results, e.g. by organizing meetings of specialists outside the field of librarianship and by developing close contacts with other relevant professional organizations.*

3.6.2 Section on Information Technology

The aims of the Section, in cooperation with IFLA's Core Programmes, include:

- the development of network systems promoting the use of modern technology in support of library and information services;
- the coordination and planning of work in the areas of computer and telecommunications technology;
- connection between the worldwide availability of both bibliographic and location data and of the information *per se*;
- the participation in the work of organizations concerned with international efforts relating to the free flow of information in machine-readable form.

The Section is also concerned with the application of technology to information handling in libraries, e.g. information retrieval, circulation control and interlending, and in other areas of library management such as statistical and accounting data. The development of applications of new technologies, such as optical discs, microcomputing, videotex, teletext, and electronic publishing for library and information services are also of great concern to the Section.

There is a continuing need to determine the economic value of systems, both operational and planned, and where systems are judged

to be cost-effective, to stimulate the production of these systems to satisfy user needs. International standardization affecting machine systems and telecommunications will be given a high priority.

The responsibilities of the Section within the MTP, in close consultation with the appropriate IFLA professional groups, include:

1. *participation in international groups concerned with the transitional flow of data and copyright of information in machine-readable form, in close cooperation with TDF;*
2. *commissioning "state-of-the-art" reports on the following topics: review of networks; international links between systems; microprocessing; future trends in public and commercial data bases; exploitation of management information; electronic publishing; economics of computer use; videodisc, videotex, optical discs, and related systems;*
3. *monitoring the use and impact of telecommunications developments;*
4. *studying modern data handling systems and their application to libraries, information services, and networking, to include the cost-effectiveness of these systems;*
5. *the recommendation and development, when appropriate, of standards for data formats, character sets, and other elements in systems intended for library use and networking;*
6. *assistance in the development of the IFLA Core Programmes, IMP and TDF, including the collection of information on activities both operational and planned;*
7. *the encouragement of the design and development of the processing of non-Roman alphabets in the IMP;*
8. *the study of the impact of technology on library management;*
9. *liaison and/or consultation with other organizations such as FID, ISO, the International Federation for Information Processing (IFIP), etc.*

3.6.3 Section on Library Buildings and Equipment

The goal of the Section is to collect and disseminate knowledge about library buildings and equipment. The Section aims to establish better contacts between librarians and architects by creating the conditions under which it will be possible for each of them to understand the other's language, by establishing contacts between national centres for documentation on library building, by collecting and disseminating information on library building, and by promoting an exchange of experience between librarians and architects.

The Section's MTP includes, in consultation with the appropriate IFLA professional groups:

1. *the organization of a seminar on library building at least every two years, to which developing countries will be encouraged to send representatives;*
2. *the establishment of international contacts with architectu-*

- ral associations;*
- 3. *the maintenance of contacts with ISO on building standards;*
- 4. *the encouragement of the education of librarians in writing programme documents for architects and in other aspects of library planning.*

3.6.4 Section on Statistics

International cooperation in library statistics is of critical importance and has been facilitated through the activities of Unesco. The Section on Statistics will continue to participate in the development of library statistics and their introduction on an international basis.

The MTP of the Section includes, in consultation with the appropriate IFLA professional groups:

- 1. *emphasis on the development of programmes, seminars, and workshops for developing countries. Based on these programmes, the Section will focus on the implementation of procedures developed for this purpose and their application for management use in libraries and in national planning;*
- 2. *encouragement of libraries in developing countries to collect standard statistical data that may be made available and thereby to enable libraries to make meaningful comparisons worldwide;*
- 3. *monitoring efforts to develop definitions and to collect and report statistics of library activities. The need for statistics is recognized as a means to enable more meaningful comparisons, for example, with regard to user statistics such as reference, information services, and circulation.*

3.6.5 Round Table on Audiovisual Media

The Round Table provides a forum in which librarians can meet to consider topics relating to audiovisual materials in libraries. The potential of non-book formats as information carriers affects all types of libraries and the Round Table seeks to further their provision and use in libraries. International discussion of common problems offers opportunities for their solution and encourages the sharing of professional expertise on a worldwide scale.

The MTP, in consultation with the appropriate IFLA professional groups, includes:

- 1. *the widening of the membership of the Round Table to include all types of libraries;*
- 2. *the publication of a series of pamphlets on different aspects of audiovisual provision in libraries;*
- 3. *the application of UAP for audiovisual materials;*
- 4. *the study of the impact of audiovisual media (AV Media) and new technology in libraries;*
- 5. *the study of video provision and use in libraries worldwide;*
- 6. *advice on issues concerning audiovisual materials and services.*

3.6.6 Round Table for the Management of Library Associations

Library associations in each country have a major role to play in assisting with the formulation of policies and objectives of Unesco, IFLA and their own governments, both at the national and the local level. Among their areas of concern is participation in the national library and information services and in the formulation of national information policies.

The purpose of the Round Table is:

- to assist Library Associations in identifying and actively developing and applying national library and information policies. The Round Table serves to encourage a better understanding of the reasons for the need and for its support to national library and information and professional associations;
- to encourage and support efforts to obtain funding from outside sources;
- to identify expertise and to make it available to its members in order to improve the organization, administration, management and financial control of the associations and also to establish newsletters and library journals;
- to facilitate the mutual exchange of knowledge and techniques between developing countries;
- to monitor and collect information to establish a body of knowledge about its members and what is required by them.

The Round Table's MTP, in consultation with the appropriate IFLA professional groups, is:

1. *to establish a data bank of information about library association practices in the "IFLA Resource Centre: Associations in Information Fields" (Boston, US and Cologne), and specifically to:*
 - *survey the most important current and future tasks within fifteen to eighteen selected library associations;*
 - *gather information about the organization of the library associations in various countries;*
 - *obtain information on policies and goals of library associations and make them widely available;*
2. *to assist the development of library associations with advice and expertise through a programme of seminars, open meetings, etc.;*
3. *to cooperate with library associations to ensure the wide dissemination of information on IFLA's Core Programmes.*

3.7 DIVISION OF EDUCATION AND RESEARCH

The Division of Education and Research has as its primary objectives the formulation and implementation of plans for library, information and archives systems, at national levels. The objectives of the profession can only be achieved through the provision of adequately educated and trained professional workers. Education, at adequate levels, can be best achieved through the development and improvement of traditional academic links between education and research, bear-

ing in mind the historical development of these activities. The needs of non-industrialized countries are given special attention as these areas require the support of research oriented towards their own special requirements.

A secondary objective of the Division is to disseminate research results, to promote quality education, to encourage strong and effective communications, reporting library and information services to governments at all levels, to other professional associations and to the international community.

All these require the dissemination of relevant information through the channels of reliable and regularly published professional journals.

In the MTP, the objectives of the Division, in consultation with the appropriate IFLA professional groups, lie especially in the following fields:

1. *furtherance of the Division's activities through seminars and workshops, planned in consideration of the differing social, educational, and developmental needs of the various regions of the world;*
2. *encouragement of feasibility studies in the areas of concern of the Division;*
3. *encouragement of library research in both general and specific topics;*
4. *cooperation, whenever possible and feasible, with Unesco, especially in relation to its Major Programme VII - Information Systems and Access to Knowledge, and also with educational and training committees of NGOs;*
5. *harmonization of library, information and archival programmes in education and training;*
6. *encouragement of continuing education programmes based on the results of library research, with particular reference to the need to update knowledge;*
7. *encouragement of strong and effective publishing programmes for professional journals.*

3.7.1 Section on Library Schools and Other Training Aspects

The Section is concerned with various projects such as standards for library schools, *International Guide to Library and Information Science Education*, the guidelines for the teaching of management, in cooperation with the education and training committees of FID and ICA. These matters will be kept under continuing review, as will the Section's permanent work on establishing the status of the library and information science profession on a worldwide scale, not least through programmes for exchange of librarians and students between countries. Whenever desirable and feasible the Section will seek to cooperate with other education and training committees and will seek the closest possible cooperation and association with Unesco.

The MTP, in consultation with the appropriate IFLA professional groups, includes:

1. *work toward worldwide harmonization and integration of education for library and information science and archives;*
2. *user education and user studies as an important component in curriculum development;*

3. *work, within the framework of standards for library schools and guidelines for curriculum development, for the incorporation of new technology into programmes of professional education for library, information and archive studies;*
4. *assistance in the development and dissemination of teaching methods and teaching materials;*
5. *the development and provision of information on continuing education programmes for library educators and library practitioners;*
6. *for the furtherance of international cooperation in basic and continuing professional education;*
7. *assistance in developing guidelines for curricula in topics of current concern.*

3.7.2 Section on Library Theory and Research

The Section on Library Theory and Research works to initiate and coordinate research. This aim is achieved by organizing international seminars on research subjects, by establishing cooperative programmes with organization outside of IFLA, by the formation of *ad hoc* working groups on specific topics and by presentation of specialized papers.

The Section can also make a valuable contribution by assisting with the design of suitable methodologies and by fostering communication and cooperation between related areas of research as defined in IFLA's Core Programmes.

The main objectives of the Section in the MTP, in consultation with the appropriate IFLA professional groups, are:

1. *communication and cooperation among researchers in library and information science and in the improvement of contacts between researchers and practitioners;*
2. *contributions to the standardization of terminology in this field;*
3. *the improvement of the listing of research projects in progress and the subsequent publication and dissemination of research results.*

3.7.3 Round Table on Library History

The Round Table on Library History intends to stimulate interest and research in library history as an integral part of library science.

In the MTP, in close consultation with the appropriate IFLA professional groups, the Section plans:

1. *close cooperation with national and regional associations and institutions engaged in library history;*
2. *to provide information on research results in library history by means of specific bibliographies and directories;*
3. *to promote international meetings of national experts in library history;*

4. *the encouragement of teaching and research programmes on library history.*

3.7.4 Round Table on Research in Reading

The Round Table on Research in Reading intends to stimulate interest and research in the field of reading and readers, connected with libraries or not, as an integral part of library science and research.

In the MTP, in consultation with the appropriate IFLA professional groups, the Round Table will:

1. *cooperate closely with international associations and national research institutions, libraries and experts in this field;*
2. *promote specific research projects by encouraging appropriate institutions to sponsor them and by bringing together experts from various countries engaged in specific tasks;*
3. *promote international seminars of experts in the field of research in reading in order to provide a basis for comparative studies on the international level.*

3.7.5 Round Table of Editors of Library Journals

The development of library, information and archive systems can be best achieved when clear, strong and effective lines of communication have been established. These are needed not only to link together library workers in various areas of practice but also to draw the profession together and enable it to communicate more effectively with governments, at both national and local levels, with funding bodies, with parent organizations, and with the communities that libraries serve. The development of effective library and information systems depends not only on the exchange of professional views and ideas between those in practice, but also between those working in education and the dissemination of the findings of research. This can be achieved through the publication of efficacious, attractive and reliable journals and newsletters of the highest quality.

The MTP includes, in consultation with the appropriate IFLA professional groups:

1. *the improvement of the professional content and physical presentation of library and information science journals, by establishing minimum standards;*
2. *the identification of the needs of editors in developing countries;*
3. *efforts to increase the coverage of journals in abstracting and indexing services;*
4. *the arrangement of seminars and workshops to improve publications;*
5. *the promotion of greater international awareness in the profession of library and information science journal materials in languages other than those used in the country of a journal's publication.*

3.8 DIVISION OF REGIONAL ACTIVITIES

The Division of Regional Activities is unique in the IFLA structure of professional activities in that it is mission oriented as opposed to the subject orientation of the other seven Divisions. Its primary objective is to ensure that the many difficult and challenging problems of the Third World are incorporated into the professional programme of IFLA. Eighty of the one hundred and twenty countries in which IFLA has Members are in the developing regions of the world and many of the problems found in these countries are similar although they may vary in magnitude. The MTP of the Division of Regional Activities addresses the common problems of all three regions that need special attention. The specific problems of the individual regions are, however, identified in the MTP's of the regional Sections.

The Division interacts with the various professional groups to ensure that the special problems of developing countries are taken into consideration in their plans.

To work efficiently, the Sections in the Division have to consider a practical grouping, taking into account the vast extent of their regions.

The objectives common to all Sections relate to, and must be developed in close cooperation with, the Core Programme ALP. In the MTP, in consultation with the appropriate IFLA professional groups, the Division's objectives include:

1. *the development of national libraries and library and information infra-structure;*
2. *the promotion of UAP through the organization of training seminars;*
3. *the encouragement of the establishment of public library systems with particular attention to the needs of rural areas;*
4. *the improvement of library services for the physically handicapped;*
5. *improvement of the status of professional librarians;*
6. *further development of library education programmes and continuing education;*
7. *promotion of inter and intra-regional exchange of staff;*
8. *the continuation of programmes on the role and importance of libraries as resource centres implanting reading habits in children, and the preparation of minimum standards for school libraries;*
9. *the encouragement of close professional cooperation with regional library organizations and the exploration of the ways and means for promoting practical and meaningful relations between IFLA and these organizations.*

3.8.1 Section on Regional Activities: Africa

The Section on Regional Activities: Africa concentrates on the provision of library and information services for citizens of African States, the eradication of illiteracy, the production and supply of materials to benefit non-literates, and the promotion of oral traditions and the African cultural heritage.

The new MTP aims on the one hand at the consolidation of the Section and on the other at eight programme points. In consultation with the appropriate IFLA professional groups, the Section will:

1. *organize a training seminar on the methodology of reading promotion campaigns;*
2. *organize a training seminar on the identification of the needs of users and potential users of library and information services, both in urban and rural areas, and on the study of reader behaviour;*
3. *develop a training seminar on the organization of library services for illiterates and new literates and on the different uses which can be made of the oral traditions and the role of keepers of this tradition (e.g. story tellers);*
4. *study a pilot project on the establishment of a new library; a multimedia centre serving suburban and rural areas. Such a multimedia centre will use relevant new technology where applicable;*
5. *study a pilot project on the creation of a database of human resources which will list the experts in the field of library development;*
6. *establish a model training programme as a basis for the training of African librarians. This programme will harmonize the library training in Africa and ensure the equivalency of diplomas;*
7. *encourage the production of library science textbooks which will meet the specific requirements of African libraries;*
8. *study guidelines for the development of a programme of school and children's libraries.*

3.8.2 Section on Regional Activities: Asia and Oceania

The Section, covering countries representing more than half the population of the world, is increasingly aware of the advantages of participation in the international forum of librarians and libraries represented by IFLA. The diversity and magnitude of problems facing library and information services in these countries varies greatly from one to another. Library development ranges from the most primitive to quite advanced stages. The Section will encourage the establishment of regional library associations and will promote closer relationships between IFLA and these organizations.

This MTP is an attempt to respond to the basic needs of the region and, in consultation with the appropriate IFLA professional groups, will:

1. *organize a regional workshop on UAP;*
2. *initiate the publication of an Annual Review of Asian Librarianship;*
3. *inform libraries and librarians of new developments in information technology;*
4. *consider the standards of library education in view of problems related to reciprocal recognition of qualifications;*

5. *establish a central registry of academic exercises and theses in library and information science produced in the region's schools of library and information science and including other related research work;*
6. *organize regional workshops for continuing education in specialized topics in library and information science;*
7. *initiate the production of a multimedia package to assist in training school librarians;*
8. *initiate and undertake a study of the effectiveness of mobile libraries in reaching rural populations of Asia;*
9. *extend the coverage of individuals and countries in the Experienced Library and Information Personnel in Asia (ELIPA) database;*
10. *continue the study of special problems of university libraries in Asia and encourage greater sharing of resources;*
11. *assist in the establishment of special libraries as important centres of information, and the development of a programme of continuing education for the staff of such libraries, especially in promotion of the use of new technologies in their services.*

3.8.3 Section on Regional Activities: Latin America and the Caribbean

The Section, recognizing that its most acute problems derive from the weakness of national associations in the region and from the fact that the main language of the region is not yet an official IFLA language, will turn its attention to the following principal issues:

- developing a more practical organization which takes into account the geographical grouping, the obstacles to communication and travel, and the differences in languages, needs and local conditions;
- the improvement of the status of librarians by strengthening the organization of professional associations and furthering their role both in their own countries and within IFLA;
- the continuous evaluation and consolidation of professional results achieved, and the use of experience gained;
- the provision of channels for the implementation of IFLA's Core Programme ALP.

The specific objectives in the MTP, in consultation with the appropriate IFLA professional groups, include:

1. *promotion and organization of regional workshops on the organization and management of professional associations at national and regional levels, as a follow-up of the first regional meeting of library associations held in Buenos Aires in 1982;*
2. *the production of a directory of library associations in Latin America and the Caribbean;*
3. *comparative studies on library education leading to the*

harmonization of study programmes, the reciprocal recognition of qualifications, and the exchange of library teachers and teaching materials;

4. *a regional programme for the production, adaptation, and translation of library teaching materials including audio-visual packages;*
5. *development of regional continuing education programmes (workshops, study tours, etc.), particularly in the areas of management of library services, automation of libraries, and staff development;*
6. *the maintenance and improvement of the database of the-
sis and research projects which resulted from the Montreal
pre-session seminar (August, 1982);*
7. *the continuation of programmes supporting the establish-
ment and development of public and school libraries and
the strengthening of their role in education, the promo-
tion of reading and the publication of adequate materials;*
8. *the coordination of IFLA's UAP Programme with national
and regional systems that are being developed in the
region, such as UNAM in Mexico, NOCTIS in Venezuela,
and COMUT in Brazil;*
9. *the active representation of the Section in the various re-
gional cooperative efforts and programmes sponsored by
international and regional organizations such as Unesco
Programme Général d'Information (Unesco PGI) and the
Organization of American States (OAS).*

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2. SPECIAL LIBRARIES
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 - 2.2 Social Science Libraries
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